

*Second Annual
Federal Paperwork Management Award*

*Presentation of the
Administrative Management Society*

... Award to one or more employees of the Federal Government for Outstanding Leadership and Professional Excellence in Promoting Effective Management of Paperwork in the Federal Government.

"These outstanding accomplishments need to be identified and held up as examples that will inspire and encourage the efforts of others toward additional improvements and progress in paperwork management."

JOHN W. MACY, JR., *Chairman,*
U. S. Civil Service Commission

Nominations: By July 1, 1966

Award Presentation: Sept. 27, 1966

FOR DETAILS CHECK WITH YOUR PERSONNEL OFFICE.

AMS Government Paperwork Management Awards for 1965 were granted to six Federal employees out of a total of 22 who were nominated.

The main objective of the awards program is to upgrade the level of professional excellence among Federal employees.

R. C. Walter
Executive Director, AMS

The complete list of nominees is as follows: Neil C. Tulloch, Selective Service System; Leonard W. Johnson, Civil Service Commission; Sam C. Beckley, Veterans Administration;

STAFF
National Security Agency; Thomas J. Pugliese, Atomic Energy Commission; Linne Ahlberg, Federal Aviation Agency; Capt. Edward R. Joshua, Dept. of the Navy; William J. Hopkins, The White House; John S. Peters, General Services Administration; Thomas E. Murphy, Dept. of Commerce; Donald J. Simon, Dept. of State; Mrs. Ruth Smith, Federal Home Loan Bank Board; Marden D. Kimball, Dept. of Agriculture; Mrs. Agatha L. Mergenovich, Interstate Commerce Commission; Miss Mary Hamilton, Dept. of the Army; Edward Rosse, Social Security Administration; Mrs. Velma DeBusk, National Aeronautics and Space Administration; Maj. Robert B. Weathers, Defense Supply Agency; Edwin G. Callahan, Federal Housing Administration; John J. Shurman, Agency for International Development; Hugo Duhn, Dept. of the Interior; and Maj. Floyd H. Russell, Dept. of the Air Force.

SECOND ANNUAL AWARD
BY
ADMINISTRATIVE MANAGEMENT SOCIETY
FOR
PAPERWORK MANAGEMENT IN THE
FEDERAL GOVERNMENT

PURPOSE

An annual award to one or more employees of the Federal Government. The purpose of the awards is to establish impetus for the continuance of outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government.

"Paperwork" covers the totality of records activities from creation, through arrangement and use, to final destruction. It covers every type of recording media.

NATURE OF AWARD

A medallion mounted on a walnut plaque will be given to the nominee selected.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

NOMINATIONS

Nominations will be submitted to the Executive Director, Administrative Management Society, National Office, Willow Grove, Pa. In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure.

Nominations must be submitted by July 1, 1966.

SUBMISSION

Nominations should follow the pattern outlined below:

1. Biographical Sketch of Nominee.
2. Description of Accomplishment -- Describe in general terms the work or contribution for which the nomination is being submitted.
3. Scope of Accomplishment -- Describe in terms of internal-agency, multi-agency, or Government-wide impact. If work or contribution involves Government paperwork as it affects the public and industry, this too should be covered.
4. Results -- Describe separately both achieved and anticipated results. When possible results should be expressed in terms of dollar savings, man-hour savings, equipment savings, or other measurable returns such as new or expanded services, decreased time requirements, and increased management capabilities. Also, cover intangible benefits when important.

SELECTION

From the nominations received, the Administrative Management Society will select those to receive the award. The Administrative Management Society will convene a special board annually for this purpose.

PRESENTATION OF AWARD

The award will be presented to the selected employee at a dinner meeting in Washington, D. C., September 27, 1966. Expenses of the meeting will be assumed by the Administrative Management Society, except that each person attending (other than the award winner and official guests) will pay an entrance fee, partially to defray cost of his attendance.